



Sheffield City Council

PO Box 1310

S1 1UY

Or you can call the Non-Domestic Rates Department on
0114 273 4338 for more information.

Account Number: _____ **Property Reference:** _____

Application for Small Business Rate Relief

(Non-Domestic Rating (Small Business Rate Relief) (Amendment) (England) Order 2006 (SI 2006/2313)).

Please read the attached notes before completing this application form.

Section 1

Details of your organisation

i) Name of ratepayer
(Title, Forenames, Surname or Limited
Company Name)

| | |
|--|--|
| | |
|--|--|

ii) Please confirm your trading name if different from above:

| |
|--|
| |
|--|

iii) Is your business being run by:

| | | | |
|---------------|--|-----------------------------|--|
| A Sole Trader | | Joint ratepayers | |
| A Partnership | | A Limited company Or PLC | |

iv) If you are a Limited/Public Limited Company please provide your Company Registration Number and Registered Office address:

Registration Number:

Registered Address:

v) If you are a joint ratepayer or in a Partnership, please provide Title, Forenames and Surname for each person.

| |
|--|
| |
|--|

vi) Contact Telephone Number:

vii) Contact E-mail:

viii) Contact Fax Number:

Section 2

Details of the premises for which application is being made

i) Please give the full address of the property for which you want relief.

ii) Please confirm

-the date you became responsible for this property

-and the date you occupied the premises

iii) Please provide the Rateable Value of this property as shown on your Business Rates Bill:

Section 3

Details of other properties which you occupy or trade from in England

i) Please provide the full address of any other property in England that you pay Business Rates for and its Rateable Value.

If you occupy more than 2 properties , please supply details below or on a continuation sheet. Please let us know if the property is empty.

Address:

Rateable Value:

ii) Further Property Details and Rateable Value.

Address:

Rateable Value:

iii) Further Property Details and Rateable Value.

Address:

Rateable Value:

Section 4 Declaration

I confirm that the properties listed are the only properties I (the ratepayer) occupy in England for business purposes.

As far as I know and believe, the information I have given on this form is correct. I understand that if I knowingly give any incorrect or untrue information that I may be liable to prosecution for theft by obtaining financial advantage by deception.

I am aware that I (the ratepayer) must advise the council in the following circumstances;

- Where the rateable value of any property I occupy in **another** Council area increases.
- I occupy any property which is not mentioned on this application for relief.

I acknowledge that failure to notify the Council within four weeks of the date of change will mean that I (the ratepayer) will no longer be entitled to relief. If I (the ratepayer) notify the Council after the four-week period, I (the ratepayer) note the relief will be lost from the day after the date of change until the day on which the Council is notified.

Name of Signatory (In Capitals)

Signature:

Position held in organisation*

Date:

***The application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is—**

- A. a partnership, a partner of that partnership;**
- B. a trust, a trustee of that trust;**
- C. a body corporate, a director of that body**

The form may be used for a first application for small business rate relief.

Under the current regulations, once you have been granted relief it will continue from year to year. You are obliged to advise the council of certain changes in circumstances, as detailed in these notes.

Small business rate relief can only be claimed for one property. It should be noted that, for any particular day, the council will disregard the ratepayer's occupation of an additional property in England where—

- (a) Its rateable value shown in the local non-domestic rating list for that day is not more than £2,899, **and**
- (b) The total rateable value on that day of all the properties the ratepayer occupies in England is not more than £19,999 (where the property for which relief is sought is situated outside Greater London) or £27,999 (where the property for which relief is sought is situated in Greater London)

If the ratepayer occupies more than one property, their entitlement to relief is dependent on the rateable values of the other properties they occupy. Where the ratepayer occupies properties in more than one billing area, the ratepayer must notify the council which is granting relief of any increase in the rateable value of a property outside of that council's area. This does not require a fresh application but must be done **in writing**.

If the ratepayer is uncertain about which council area their properties are in, they should contact the council that grants the relief.

You must notify us **in writing** of any changes in the rateable value of any property that you occupy elsewhere in England or if you take on a further property after making your initial application.

General Data Protection Regulation

How we will use your information

We use your personal data for the following reasons

- to work out and collect business rates in accordance with the provisions of The Local Government Finance Act 1988, and subsequent Acts and Statutory Instruments
- collecting debts owed to us
- to resolve complaints made about the service
- for crime prevention or detection of fraud, including the use of data-matching initiatives designed to protect public funds

We collect and use this information to make sure we can undertake our public duties in the administration and collection of Business Rates (Art 6(1)(e) of the General Data Protection Regulation), and where we are under a legal obligation to do so (Art 6(1)(c) of the GDPR).

Who we will share your information with

Your personal data is shared securely with the following organisations where it is both necessary and appropriate to do so:

- representatives of the person or company whose personal data we are processing;
- other Council departments;
- debt collection and tracing agencies;
- local and central government;
- ombudsman and regulatory authorities;
- courts and tribunals;
- police forces;
- data processors;
- regulatory bodies;
- customs and excise;
- law enforcement and prosecuting authorities

What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your right to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/privacy>